

Title

Element: Title

Mandatory: Yes

Repeatable: Yes

(only with the Refinement, see below)

Description: Name or label given to the resource by the creator or publisher; may also be identifying phrase or name of the resource supplied by the holding institution.

DACS provides a useful distinction between formal and supplied titles that will help in filling out this information. In DACS a Formal Title is defined as a title “that appears prominently on or in the materials being described” whereas a supplied title is provided by the metadata creator when there is no formal title. (DACS, 2.3, p. 17). In many cases, the metadata creator will be supplying the title using a brief identifying phrase or name of the resource.

Refinements: Title.Alternative

Schemes: none

Input Guidelines:

- 1) Transcribe the title if one is available from the physical copy of the resource or enter the title given by the holding institution.
 - Omit initial articles from the title.
 - Capitalize only the first letter of the title and proper nouns contained within the title.
 - In general, use the punctuation provided with the title or, if the title is created by the holding institution, use English language punctuation standards.
- 2) If no title appears on the item being described, create a brief identifying phrase that can serve as a title. This can include description, object name, creator name in combination to provide identification of the item and distinction for other similar items. Do not, however, be concerned with creating a *unique* title for the item.
- 3) The Title element is repeatable only with the refinement “Alternative.” The Title element should be used only once, and all other title information should be expressed as Title.Alternative. Title.Alternative can be used for other titles useful for access, i.e., caption title, former title, spine title, artist’s title, object name, translation of title, and other variations of the title.